



October 1, 2009

The City of Round Rock Parks and Recreation Department is proud to announce our annual Christmas Family Night on Friday, December 11, 2009. To add to our event we are inviting a limited number of for-profit vendors to participate in this year's event.

The event will be held from 6:30 pm to roughly 9:30 pm depending upon participation. The city will provide vendors a defined 10x10 booth space and 2-110 circuit outlets for electricity if needed. Vendors must supply their own canopy, tables, chairs, etc.

As in years past, the event will begin around 6:30 pm with a grand entrance by Santa and continue with activities, entertainment, carriage rides, and lots of fun for everyone. Activities and sales may not begin until after Santa completes his ride down Main Street. The city will be providing free hot dogs, popcorn, nuts, cookies, hot chocolate and cider at the event. Vendors may NOT sell those items or sell them with the understanding they are also available for free at the event. Vendors must disclose every item they are selling to avoid duplication.

Once applications have been received, they will be reviewed and vendors will be contacted if they have been selected to participate. All vendors MUST follow the guidelines provided. Booths MUST be set up and ready by 5 pm and NO tear down until after 9:30 pm. There are no refunds and one make-up rain date will be December 18.

If you have any questions or suggestions, please contact Dawn Moonan for Booths at dmoonan@round-rock.tx.us 671-2798.

Round Rock Parks and Recreation Department

301 W. Bagdad Avenue, Suite 250 ♦ Round Rock, Texas 78664 ♦ 512-218-5540

Christmas Family Night

VENDOR BOOTH APPLICATION

DECEMBER 11, 2009

ORGANIZATION:

CONTACT PERSON:

DAY PHONE:

HOME PHONE:

CONTACT PERSON @ THE EVENT:

CELL PHONE:

MAILING ADDRESS:

CITY, STATE, ZIP:

E-MAIL ADDRESS:

ELECTRICITY: ____ YES ____ NO TRAILER: ____ YES ____ NO SIZE: ____

PLEASE LIST ALL ITEMS IN DETAIL THAT YOU WILL BE SELLING AT YOUR BOOTH:

Additional Information:

To get considered for a booth, please return your registration form by November 1st. Vendors will be notified by November 6th if they were selected for a booth. By submitting your application you agree to follow all guidelines as listed.

Fax: 218-3231/E-mail: dmoonan@round-rock.tx.us

City of Round Rock, Allen R Baca Center:

ATTN: DAWN MOONAN, 301 W. Bagdad, Bldg. 2, Round Rock, TX 78664

Christmas Family Night For-Profit Vendor Guidelines

Vendor agrees to abide by all guidelines stated below or risk losing their fees and opportunity to participate at our event.

1. Vendor will pay \$200 for a 10x10 space. An additional 10x10 expansion may be available for an additional \$150.
2. Vendor will stay within their designated space. No trailers unless they fit within the designated space.
3. Vendor cannot use roasters, crock pots and personal generators.
4. All booths **MUST** be set up between 1 and 5 pm on the day of the event or they will not be allowed to participate and there will be no refunds.
5. It is anticipated that there will be a crowd of 5,000 participants and vendors are to plan accordingly.
6. Vendors will use **ONLY** their designated electrical plugs (2-110 circuits) as designated by the event staff.
7. Vendor can bring their own 10x10 canopy, propane cookers, tables and chairs.
8. All vendors **MUST** dispose of their trash in the receptacles provided **OR** at another designated receptacle. Vendors are to completely remove all debris from their area.
9. Rain date for the event is December 18. If vendor is unable to attend the rainout date, there are no refunds of fees.
10. Vendor must disclose every item being sold at their booth to ensure minimal overlap. Vendor may not sell items that the city is providing for free.
11. Vendors may not solicit or pass out any type of information at the event.

Violations of any of these guidelines will result in dismissal from event and no refunds will be given.